

Personnel Service Center Advancements Branch Newsletter

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Issue #9, 1 December 2005

Welcome to the latest edition of the Advancements Newsletter. Our continuing goal is to provide information to our readers on the Coast Guard's Advancements and Enlisted Employee Reviews (EER).

CURRENT CO RECOMMENDATION REQUIRED FOR SWE

We want to make all members and units aware of an enhanced ability in Direct Access to track EERs and its impact on SWE eligibility. PERS-MAN Article 5.C.4.e.4. says in part:

Advancement Recommendation: ---"Time Limit. The commanding officer's recommendation for advancement or change in rating by participation in the SWE is valid only for a specific competition and must be renewed for each succeeding competition." In the past, it was left to the units to make sure this rule was applied correctly. We now have the ability in Direct Access to screen for this rule and it will be in place for the coming May 2006 SWE cycle. This means a member must have their most recent required EER on file in Direct Access by the eligibility date (1 Feb 06) to be eligible for the SWE. For example, a PO1 competing for CPO must have their November 2005 marks completed and in Direct Access by 1 Feb 2006 to be eligible for the May 2006 SWE. That is also the "drop dead" date when all Change in Recommendation and all SWE EERs must be completed. The Recommendation in effect on the Eligibility Date establishes the member's status

for that SWE cycle and no changes are allowed to that recommendation status after the Eligibility Date.

Exceptions to Art 5.C.4.e.4. will be very limited. If a member received a set of Transfer marks and did not have the required time on station to get Regular marks would be one example. Another could be a unique training situation that precluded a member from receiving their regular EER. Be aware that administrative oversights such as the failure of a unit to do required Transfer marks or being late on Regular marks are not grounds for a waiver of the requirement. A SWE EER can be done for a member that does not have an EER in their current grade but the SWE EER cannot be used to substitute for a missing EER.

It is imperative that all required EERs are done on time if the member is to compete for advancement. The latest statistics indicate that 38.6% of the EERs completed in FY 2005 were late. The failure of commands to get these evaluations done on time will cause the member to miss out on advancement opportunities with the obvious serious career implications for that member.

By: Bill Patterson

IMPORTANT DATES FOR SWE's.

Members often get confused when trying to keep track of all the dates associated with a servicewide exam (SWE) cycle. This article will discuss the three most important dates associated with the service wide exam; **Eligibility Date**, **Terminal Eligibility Date** and **PDE Correction Deadline Date**. Articles referenced below are from Chapter 5.C of the Coast Guard Personnel Manual, COMDTINST M1000.6A or "PERSMAN". In addition to the PERSMAN, a SWE announcement message listing requirements and deadlines is released to the field just prior to the eligibility date for each SWE. Here are some of the dates you should be aware of:



Eligibility Date is the deadline date to meet the list of advancement eligibility requirements listed in Article 5.C.4.b. The eligibility dates for the three annual service wide exams are:

- 01 February for the May SWE
- 01 July for the October reserve SWE
- 01 August for the November E5/E6 SWE

The eligibility requirements that need to be completed by the above dates are:

- **"Complete required performance qualifications and military requirements."** You must have all your Enlisted Performance Qualifications or EPQ's, (formerly PBQ's or practical factors) signed off for the Rating and E-PME factors. And, the new E-PME Advancement Qualification Exam (AQE) passed.
- **"Complete required correspondence courses."** If your rating course is not waived on the SWE Announcement Message, then it must be taken and passed no later than the eligibility date. Unlike other eligibility requirements, course completions are not required to be visible in Direct Access (DA) by the eligibility date, but must be taken and passed by this date. That's because End Of Course Tests (EOCT's) must be forwarded by your ESO to the Institute in Oklahoma to be graded, then that grade uploaded to DA. However, completion must be visible in DA prior to the PDE cor-

rection deadline date discussed later in this article.

- **"Successfully complete service course, if required, for particular pay grade or ratings."** This is referring to class "A" schools required to be passed for those rates in which you cannot strike.

- **"Meet citizenship or security clearance requirements for advancement in certain rates or ratings."** This requirement is currently monitored at the unit level.

- **"Be in proper path of advancement."** Advancements may only be made to the next higher pay grade in the rating in which you currently serve. If you were authorized a lateral, make sure your PDE shows that you are receiving the correct exam. If not contact PSC (ADV) prior to the PDE correction deadline date.

- **"Fulfill special requirements for certain ratings."** Some ratings are required to have normal vision and hearing. This is monitored at the unit level through required physical exams.

- **"Not be involved in circumstances which render him or her ineligible for advancement."** Article 5.C.14 & 15 list the circumstances which include among others, members with disciplinary actions, confinement, selection and acceptance of CWO, disabilities, and approved retirement requests. These are tracked by PSC and will be reflected on the PDE as disqualifying factors.

- **"Fulfill special requirements; time in service, time in pay grade in present rating; and sea duty."** Article 5.C.14 & 15 give details of these requirements for different pay grades and ratings. Time in service (TIS), Time in rating (TIR) and Sea Time for eligibility are all tracked in DA and recorded on the PDE. Note that the PDE has two sea time fields. One shows sea time for eligibility and the other shows sea time for points. Sea time for points will only reflect time served on sea time eligible ships from 1FEB94 up to the eligibility date. It may not match your total cumulative sea time.

- **"Fulfill additional eligibility requirements for personnel competing in the E7/8/9 exam."** Article 5.C.5 lists additional eligibility requirements for CPO candidates including:

- Two years time in grade computed up to the TED

- No disciplinary actions for two years prior to the TED
- Tens years of service for E8 candidates as of the TED
- Twelve years of service for E9 candidates as of the TED
- Certified as OIC Afloat and Ashore or OIC Ashore with Surfman Competency for BMCS candidates
- Chief Petty Officer Academy graduate for E8/9 candidates if advanced to E7 after 01/01/1999.
- **“Maintain the minimum factor average on his or her last evaluation.”** Personnel who received an unsatisfactory conduct mark or a dimension average of less than 3 for the given factor on their last evaluation are ineligible to advance or compete in the SWE. This is checked by DA and recorded on the PDE if applicable.
- **“Be a graduate of a military recruit training center for advancement to E-2.”** Must have graduated from a military boot camp.
- **“Be recommended by the commanding Officer.”** Your most current EER must indicate “recommended” and have an effective date of the eligibility date or earlier. EER’s in progress will not be picked up by DA. They must be final and visible in the Employee Review Summary page of DA by the eligibility date. Article 5.C.4.e.4 states that the **CO’s recommendation is “valid only for a specific competition and must be renewed for each succeeding competition.”** If your most current regularly scheduled EER as required by Article 10.B.5.a, is not posted, previous EER’s, even though showing “recommended” cannot be used. **Each SWE requires a new CO recommendation.** If the most recent EER was not required because of the reasons listed in 10.B.5.a.4, then a “SWE” EER must be completed in accordance with 10.B.5.b.6. **Failure to complete this requirement is one of the most common reason for members being not eligible to take the SWE.**
- **“Members must meet time in service (TIS) and time in pay grade in present rating (TIR) requirements on or before the TED.”** Your TIS and TIR are computed by DA and posted on the PDE. These times are

computed up to the TED.

- **“Waiver of the 01 February and 01 August deadlines.”** These dates may be waived when computing sea time for advancement eligibility for active members currently assigned afloat to sea time eligible units. If a member lacks sea time as of the eligibility date but will have the required sea time as of the TED, PSC (ADV) must receive a waiver request prior to the PDE Correction Deadline Date so that the members’ PDE can be manually adjusted.

Terminal Eligibility Date is the date used to compute your time in service (TIS) and time in grade in your present rating (TIR). This date is often confused with the Eligibility Date discussed in the previous section, but it’s a future date beyond the SWE. This date is used because it’s the first date of the month in which advancements will normally begin following a SWE, so credit is given up to the first advancement month. It also gives you an advantage in being able to take the SWE prior to having the required TIS and TIR knowing you will attain it prior to advancement. The TED’s are:

- 01 January following the MAY SWE
- 01 January following the OCT RSWE
- 01 July following the NOV E5/E6 SWE
- When you review your PDE, use these dates as follows to compute your TIS and TIR:
 - TED minus Active Duty Base Date (ADBDB) = TIS (for regular members)
 - TED minus Pay Base Date (PBD) = TIS (for reserve members)
 - TED minus Date Of Rank (DOR) in current rating = TIR (active and reserve)

PDE Correction Deadline is the date posted on the SWE Announcement Message as the last date corrections may be made to the PDE. Corrections allowed do not include eligibility criteria required by the eligibility date. Corrections allowed include:

- Awards
- Sea time points
- TIS or TIR
- Exam Board location
- Wrong exam being sent for approved laterals
- Any other incorrect data which is not an eligibility factor

The paper PDE mailed to the member is picture of your record as of the date it was created. The **online** PDE is a live document showing your status as of the moment. The member should review his online PDE prior to the PDE correction deadline to ensure that all data has been corrected. After that date, no corrections are allowed, which can cost you points.

It's the member's ultimate responsibility to ensure that all eligibility requirements are met prior to the eligibility date and that all PDE corrections are posted on the online PDE prior to the PDE correction deadline. Noting errors on your PDE and giving it to your admin office is not enough. Members should work closely with their admin support staff to ensure these dates are met. You may also contact PSC (ADV) via email in global at "PSC-ADV" for assistance. Hopefully this article cleared up some questions you may have had. Good luck in your advancement endeavors. **By: Doug Rose**

Employee Review Helping Hint

Ref: ALCOAST 422/05: Changing CO's Recommendation

Commanding Officers now have a more efficient tool with which to change a members



"Recommendation for Advancement." IAW ALCOAST 422/05, CO's may now use the **CORC** EER, to change a recommendation on a members EER to either R, recommend, or N, not recommended. An offi-

cer can only change a recommendation if they were the approving official on the recommendation being changed. Two questions commands commonly and understandably have concerning ALCOAST 422/05:

What should be reflected in the rating scale of the EER? **CORC** should be selected by clicking the look-up glass, next to the rating scale, in the employee review tab. This field is usually populated by the members grade (E4, E5, etc). By selecting the CORC rating scale,

the "Reviewers" tab will provide you with one competency option: "Recommendation for Advancement" The appropriate change will be selected, and appropriate documentation will be provided in the field next to the competency, by clicking the yellow icon box.

What "Review Type" should be selected?

MEMO should be selected next to the review type, under the employee review tab. The following error will appear automatically: "Change in CO Recommendation employee reviews will be verified by PSC(ADV)." No other error should be present under the exceptions tab after validating. Click final and submit. Paragraph 4 of ALCOAST 422/05 should be reviewed carefully to ensure that the correct individual is submitting the CORC EER. The following sentence is most essential: **"IT IS CRITICAL THAT THE APPROVING OFFICIAL MAKES THE CHANGE USING THEIR OWN LOGIN ACCESS AND CLICKS THE SUBMIT BUTTON, THUS PUTTING THEIR ELECTRONIC ID ON THE CHANGE AND ALLOWING FOR VERIFICATION OF THE LEGITIMACY OF THE CHANGE."**

By YN2 Dustin O'Connor

Returned Evaluations



Please Check the "comments" tab for reasons why your EER was returned. Subsequent or duplicated errors are returned with an accompanying e-mail outlining details and corrective action. Multiple errors earn a personal phone call. Constant improvement in field level training has led to tremendous decreases in EER failures. Over 91% process with no errors or review.

By YN1 David Lynch

Evaluation Schedule

There are no regularly scheduled evaluations due in December.

Period ending EER's for January

Evaluate all E1 and E2's

Period ending EER's for February

Evaluate all E3's

Period ending EER's for March

Evaluate all E4's

Period ending EER's for April

Evaluate all E5's

SUPPLEMENTAL/STRIKER LISTS

Overlooking a small item can lead to disappointment and possible delay in advancement when supplemental and striker lists are the means to get advanced. Everyone in the process has a responsibility to ensure the process works properly. A little forethought and research will make sure the service member is placed on the list without delay.



So far in 2005, this office has processed an average of 272 requests for placement on the lists each month. In 2004, the average number per month was 285. Unfortunately, 12.5% of

these requests were rejected because of errors with the request. Two-thirds of the rejections were the result of one of three reasons, each of which could easily have been avoided. These are:

1. Failure to include a remark about NACLC status for ratings ET2, GM1, GM2, IT2, OS2, PA1, and PA2. (23.1%)
2. Required End of Course Tests (EOCT) not in Direct-Access. This number has been dropping in the last several months, because the Coast Guard Institute has instituted daily updates to Direct-Access. (22.9%)
3. Out of date or missing evaluations in Direct-Access. These include instances where the evaluation for the current rating period is not entered or finalized in Direct-Access, where the service member has been advanced since the previous evaluations were submitted, or where no evaluations exist in Direct-Access. (21.7%)

The key to successful submission of a placement request is for the person who is preparing the request to VERIFY all of the information is current in Direct-Access. Take a moment to check these key areas:

1. Check the Employee Review Summary [Home > Develop Workforce > Career Management > Inquire > Employee Review Summary]. Verify that the evaluation for the most recent rating period is seen. Check to ensure it is for the member's current rate. Make sure the latest evaluation

shows that the service member is recommended for advancement, and that the service member has not received an Unsatisfactory Conduct within the last 12 months (6 months for striker candidates).

2. Verify EOCT completion in Direct-Access. [Home > Develop Workforce > Manage Competencies(GBL) > Use > Test Results] If the course does not show up there, the message will be rejected. Remember that candidates for BM2 and OS2 have more than one course to complete. If you feel enough time has passed since the ESO returned test results to the Coast Guard Institute, the ESO should be asked to contact the Institute for follow-up.
3. Verify Time in Rate (Active Duty) or Time in Grade (Reserves). The message cannot be submitted until the service member has completed all TIR or TIG. A message must not be sent in advance.
4. Verify component. Reserve members serving on Extended Active Duty (EAD) must be placed **on** the appropriate Reserve list. EAD members cannot be placed on active duty lists.
5. If the rate requires a clearance, a remark giving the date of the clearance or the date the clearance was requested must be included in the message.

If you are aware of the above problems and solutions, your service members should not expect any processing delays when the request is sent in to place them on a supplemental or striker list. A few moments of verification before submission will save everyone the embarrassment **greatly reduce the chance** of having the message rejected.

Current References:

1. Active Duty Supplemental Program – ALCOAST 359/05, DTG 072009Z Jul 05
2. Reserve Supplemental Program – ALCOAST 105/05, DTG 021811Z Mar 05 and ALCOAST 486/05, DTG 041629Z Oct 05
3. Striker Program – PERSMAN 5-E.

By: Alan Russ

WHO CAN RECEIVE, STORE, AND ADMINISTER SERVICE WIDE EXAMS?

There have been some questions from the field concerning the difference between being an ESO and a SWE Exam Board Officer. These are two separate designations each with their own rules and responsibilities. ESO's receive, store and administer various correspondence courses and exams provided and graded by the CG Institute in Oklahoma



City, OK. A SWE Board Officer receives stores and administers service wide exams only. Most units choose to have their ESO also serve as the SWE Officer, thus the confusion over titles. The Coast Guard Personnel

Manual, COMDTINST M1000.6A, Article 5.D.6.a outlines the establishment and duties of a SWE Exam Board and Officer. It answers the important question of who can handle SWE's; **The examining board shall consist of at least one commissioned officer. However, Master Chief and Senior Chief Petty officers serving as Officer-in-Charge may serve as head of the local exam board if no commissioned officer is readily available and they are only administering exams for members desiring to advance to E7 and below.** This rule is to be strictly enforced by the unit CO. Only OINC's E8 and above are allowed to handle or store SWE's, otherwise it's to be an officer. If an E8/9 is the unit ESO for Institute courses at a unit with officers attached, they may not have access to the safe where SWE's are stored. They need their own ESO safe and the SWE Officer needs a separate safe. A senior petty officer or above may **assist** a SWE Officer in monitoring an exam as its taking place as long as the exams being proctored are not above their current pay grade. This is for the obvious reason that no enlisted member should have the advantage of being able to see test booklets when they themselves compete for enlisted advancement. The E-PME section of an exam is the same for all members in the same grade, so for ex-

ample, a BMCS, SWE Officer cannot hold an MKCS exam in his/her safe because the E-PME questions are the same and it creates a conflict of interest and possibility for compromise for the E8 SWE Board Officer. Civilian SWE Officers are not discussed in the PERSMAN, but may be appointed by the CO according to local command guidelines. If a unit is unable to meet the SWE Exam Board guidelines in the PERSMAN, they may request that another unit in their area be their exam board. With each shipment of service exams sent to the SWE Officer, a booklet titled: "Instructions for the Administration of Coast Guard Service Wide Examinations" is included. It contains specific instructions on SWE handling. PERSMAN Chapter 5.D.6 also gives guidance on local exam board establishment. **By: Doug Rose**

ADVANCEMENT REQUIREMENTS

To help all Coast Guard personnel stay better informed of Service wide Exam eligibility requirements a new box has been added to the Advancement & Evaluation link on the PSC Web Page. This box is named "Advancement Requirements" and contains Eligibility Criteria Spreadsheets for current Active Duty and Reserve exam cycles. These spreadsheets contain the eligibility requirements that are used to produce that Servicewide Exams (SWE) PDE's, Profile Letters, and Advancement List. **They are not official policy.** You can access the spreadsheets using the following link and instructions.

<http://cgweb.psc.uscg.mil/adv.htm>

Click on the above link, and then click on the Advancements & Evaluations link at the top left of the home page, then click on the "Advancement Requirements" blue box in the right column. The box provides links to individual SWE spreadsheets and is updated prior to each SWE cycle showing the latest requirements for individual ratings. Click on any link to view that SWE's eligibility requirements. These links will be kept updated and new SWE cycles added when eligibility criteria is received from CGPC-EPM-1.

By: YNCM Terry Stone

HOW MANY IN YOUR RATE ADVANCED THIS PAST FY?

Each month PSC (ADV) receives the numbers of advancements authorized for each rating from CGPC (epm-1) and (rpm-2) to be effective on the 1st day of the following month. We verify that each member is still eligible for advancement then provide the draft EPAA/ERAA messages to CGPC for release. All advancements are processed in Direct Access by PSC (ADV) on the first of every month. Here's a series of charts showing the numbers for fiscal year 2005. I'll be providing an update to this data in each quarterly newsletter. **YNC Jeff Pilkington**

| FY 2005 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | TO- TAL: |
|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| Active | | | | | | | | | | | | | |
| AETCM | | 1 | | | | | | | | | | | 1 |
| AETCS | | 1 | | | | | | | | | | | 1 |
| AETC | 2 | 1 | 2 | | | | | | 3 | 3 | | | 11 |
| AET1 | 7 | 1 | 6 | | 3 | 2 | 4 | 3 | 4 | 7 | 2 | | 39 |
| AET2 | 8 | | 10 | 4 | 5 | 4 | 6 | 5 | 8 | 27 | 2 | 6 | 85 |
| AMTC | | | | | | | | | | | | | |
| M | | 1 | | | | | | 1 | | | 1 | | 3 |
| AMTCS | | 1 | 2 | | 1 | | | 1 | 2 | | 1 | 2 | 10 |
| AMTC | 4 | 3 | 3 | | 1 | | 2 | 1 | 10 | 1 | 2 | 5 | 32 |
| AMT1 | 9 | 7 | 8 | | 2 | 2 | 3 | 4 | 11 | 4 | 3 | 7 | 60 |
| AMT2 | 12 | 12 | 10 | | 4 | 5 | 5 | 7 | 12 | | | 5 | 72 |
| ASTCM | | | 1 | | | | | 1 | | | | | 2 |
| ASTCS | | | 1 | | | | | 1 | | | | | 2 |
| ASTC | | | 1 | | | | | 1 | 2 | | | 2 | 6 |
| AST1 | | | 1 | | | | | 2 | 3 | 1 | 1 | 1 | 9 |
| AST2 | | 2 | 3 | 1 | | | | 2 | 3 | 1 | | 2 | 14 |
| BMCM | 2 | 1 | 2 | | | | | | | | | 3 | 8 |
| BMCS | 4 | 1 | 5 | 1 | | | 1 | 5 | 4 | | | 7 | 28 |
| BMC | 16 | 11 | 15 | 5 | | | | 10 | 32 | 4 | 6 | 27 | 126 |
| BM1 | 27 | 9 | 28 | 7 | 14 | 10 | 3 | 20 | 33 | 26 | 15 | 37 | 229 |
| BM2 | 18 | 19 | 26 | 18 | 26 | 35 | 43 | 65 | 66 | 36 | 32 | 20 | 404 |
| BM3 | 25 | 25 | 25 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 255 |
| DCCM | | | | | | | | | | | | | 0 |
| DCCS | | 1 | | | | | | 1 | | 4 | | | 6 |
| DCC | 1 | 3 | | 1 | 1 | | 2 | 1 | 11 | 1 | | 2 | 23 |
| DC1 | 1 | 3 | 4 | 3 | 2 | 4 | 3 | | 11 | | | 3 | 34 |
| DC2 | 6 | 5 | 9 | 8 | 2 | 7 | 7 | | 13 | 2 | 5 | 3 | 67 |
| DC3 | 2 | 3 | 1 | 5 | | 4 | 3 | 1 | 1 | 1 | | 1 | 22 |
| EMCM | | | 1 | | | | | | | | | | 1 |
| EMCS | | 2 | 1 | 1 | | | 1 | | 1 | 3 | | 1 | 10 |
| EMC | 3 | 5 | 5 | 6 | | 2 | 2 | | 10 | 1 | | 5 | 39 |
| EM1 | 4 | 6 | 3 | 5 | 6 | 9 | 10 | 10 | 2 | 3 | 59 | 5 | 122 |
| EM2 | 5 | 9 | 6 | 6 | 6 | 3 | 15 | 10 | 14 | | 97 | 3 | 174 |
| EM3 | | | | | | 1 | | 1 | | | | | 2 |

| FY 2005 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | TO- TAL: |
|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------------|
| ETCM | | | | | | | | 1 | 1 | | 1 | 1 | 4 |
| ETCS | 1 | 1 | | | 2 | | | 3 | 5 | 1 | 1 | 2 | 16 |
| ETC | 2 | 5 | | 2 | 5 | | | 6 | 19 | 3 | 2 | 5 | 49 |
| ET1 | 6 | 5 | 13 | 10 | 8 | 3 | 1 | 7 | 21 | | 1 | 6 | 81 |
| ET2 | 13 | 6 | 20 | 18 | | 8 | 2 | 8 | 22 | 6 | 10 | 6 | 119 |
| FSCM | | | 2 | | | | | | | | | | 2 |
| FSCS | 1 | | 6 | | | | | | 1 | | | | 8 |
| FSC | | 3 | 7 | 4 | 1 | 2 | | | 9 | | 1 | 4 | 31 |
| FS1 | | 5 | 17 | 5 | 1 | 2 | | | 9 | 13 | 2 | 10 | 64 |
| FS2 | 3 | 12 | 14 | 3 | 3 | 7 | 3 | 10 | 11 | | 6 | 7 | 79 |
| FS3 | 2 | 2 | 2 | | | 1 | 6 | | | | 2 | | 15 |
| GMCM | | | | | | | 1 | | | | | | 1 |
| GMCS | | | | 1 | | | | 1 | 3 | | | | 5 |
| GMC | | 1 | 2 | 1 | 2 | | | 4 | 8 | 1 | | 2 | 21 |
| GM1 | 3 | 3 | 5 | 1 | 5 | 4 | 8 | 4 | 3 | 2 | 4 | 8 | 50 |
| GM2 | 6 | 1 | 10 | 9 | 11 | 4 | 6 | 7 | 14 | | | 8 | 76 |
| HSCM | | 1 | | | | | | | | | | 2 | 3 |
| HSCS | 1 | 1 | | | | | | | | 1 | | 3 | 6 |
| HSC | 2 | 2 | 2 | | | | | | 10 | 9 | | 9 | 34 |
| HS1 | 1 | 3 | 2 | 10 | | | | | 10 | 11 | 1 | 13 | 51 |
| HS2 | 7 | | 4 | 13 | | 2 | 5 | 1 | 14 | 17 | 11 | 13 | 87 |
| ITCM | | | | | | | | | | | | | 0 |
| ITCS | | | | | | | | | 1 | | | | 1 |
| ITC | | 1 | | 2 | | | | | 5 | 3 | 1 | 1 | 13 |
| IT1 | 2 | 1 | | 2 | | 1 | 1 | 1 | 5 | 5 | | 2 | 20 |
| IT2 | 7 | 10 | 10 | 14 | 7 | 8 | 11 | 12 | 4 | 5 | | 3 | 91 |
| MKCM | | 1 | 3 | | | | | 2 | | | | 1 | 7 |
| MKCS | | 4 | 15 | | | | | 2 | 3 | 3 | 3 | 3 | 33 |
| MKC | 3 | 11 | 21 | | 2 | | 9 | 6 | 31 | 6 | 5 | 15 | 109 |
| MK1 | 9 | 16 | 11 | | | 24 | 14 | 5 | 33 | 13 | 6 | 18 | 149 |
| MK2 | 13 | 24 | 53 | 15 | 22 | 10 | 21 | 20 | 43 | 31 | 17 | 30 | 299 |
| MK3 | 8 | 5 | 7 | 4 | 6 | 7 | 11 | 3 | 5 | 3 | 7 | 7 | 73 |
| MSTC | | | | | | | | | | | | | |
| M | | | | | 1 | | | 1 | | | 1 | 1 | 4 |
| MSTCS | 1 | | 2 | | 1 | | | 7 | | | | 1 | 12 |
| MSTC | 3 | | | 2 | | 1 | 1 | 22 | 8 | 6 | 4 | 2 | 49 |
| MST1 | 6 | | 11 | 4 | | 8 | 3 | 48 | 5 | 13 | 1 | 3 | 102 |
| MST2 | 9 | 1 | 34 | 7 | | 11 | 5 | 80 | 6 | 11 | 1 | 3 | 168 |
| OSCM | 2 | 1 | 1 | 1 | 1 | | | | 1 | | | 1 | 8 |
| OSCS | 2 | 1 | 2 | | | | | 3 | 1 | 2 | | 1 | 12 |
| OSC | 5 | 2 | 4 | | 4 | | 2 | 21 | 12 | 13 | 2 | | 65 |
| OS1 | 7 | 2 | 5 | | | 22 | 3 | 41 | 13 | 12 | 8 | 2 | 115 |
| OS2 | 10 | 3 | 19 | 20 | 13 | 3 | 6 | 39 | 28 | 20 | 13 | 9 | 183 |

| FY 2005 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | TO- TAL: |
|--------------|-----|-----|-----|-----|-----|--------------------|-----|-----|-----|-----|-----|-----|-------------|
| PACM | | | | | | | | | | | | | 0 |
| PACS | | | | | | | | | | | | | 0 |
| PAC | | | | | | | | | 2 | | | | 2 |
| PA1 | | | | 1 | 1 | | | | | 1 | | 2 | 5 |
| PA2 | 2 | 2 | | | | 1 | 1 | 2 | 3 | | | | 11 |
| SKCM | | | | | 1 | | | 1 | | | | 1 | 3 |
| SKCS | 1 | | 1 | 1 | 1 | | | 1 | 1 | | 1 | 1 | 8 |
| SKC | 4 | 3 | 1 | 5 | 6 | 1 | 1 | 1 | 13 | 5 | 2 | 8 | 50 |
| SK1 | 12 | 3 | 6 | 10 | 5 | 3 | | 4 | 15 | 10 | 2 | 12 | 82 |
| SK2 | 21 | 3 | 13 | 14 | 7 | 4 | 2 | 14 | 24 | 18 | 11 | 11 | 142 |
| SK3 | 6 | 3 | 4 | 2 | 2 | 1 | 3 | 1 | 6 | 4 | 1 | 4 | 37 |
| YNCM | | | 3 | | | | | | | | | | 3 |
| YNCS | | | 2 | | | | | | 3 | | | 7 | 12 |
| YNC | | 1 | 9 | | | | 1 | 1 | 18 | | 8 | 6 | 44 |
| YN1 | | 4 | 4 | 8 | 2 | 15 | | 4 | 21 | 3 | 8 | 16 | 85 |
| YN2 | | 1 | 4 | 19 | 1 | 16 | 3 | 2 | 25 | 17 | 15 | 14 | 117 |
| YN3 | 9 | 11 | 4 | 11 | 9 | 7 | 5 | 6 | 5 | 5 | 8 | 7 | 87 |
| TOTAL: | 346 | 298 | 534 | 310 | 223 | 284 | 266 | 574 | 780 | 414 | 413 | 458 | 4900 |
| FY 2005 | Oct | Nov | Dec | Jan | Feb | Reserve Mar Apr | | May | Jun | Jul | Aug | Sep | TO- TAL: |
| Re- serve | | | | | | | | | | | | | |
| BMCM | | | 7 | 2 | | | | | | | | | 9 |
| BMCS | 3 | | | 4 | | | | 3 | | | | | 10 |
| BMC | | | | 35 | | | | | | | | | 35 |
| BM1 | 12 | 8 | | | | | | 13 | 6 | 7 | 3 | 1 | 50 |
| BM2 | 2 | 5 | | | | | | 12 | 11 | 4 | 11 | | 48 |
| BM3 | | 2 | 2 | | 1 | | | 1 | | 1 | 1 | | 8 |
| DCCM | | | | | | | | | | | | | 0 |
| DCCS | | | | | | | | | | | | | 0 |
| DCC | | 1 | | | | | | | | | | | 1 |
| DC1 | | | | | | | | | | | | | 0 |
| DC2 | | | | | | | | | | | | | 0 |
| DC3 | | | | | | | | | | | | | 0 |
| EMCM | | | | | | | | | | | | | 0 |
| EMCS | | | | | | | | | | | | | 0 |
| EMC | | | | | | | | | | | | | 0 |
| EM1 | | | | | | | | | | | | | 0 |
| EM2 | | | | | | | | | | | | | 0 |
| EM3 | | | | | | | | | | | | | 0 |
| ETCM | | | | | | | | | | | | | 0 |
| ETCS | | | | | | | | | | | | | 0 |
| ETC | | | | | | | | | | | | | 0 |
| ET1 | | | | | | | | | | | | | 0 |
| ET2 | | | | | | | | | | | 1 | | 1 |

| FY 2005 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | TO- TAL: |
|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| FSCM | | | | | | | | | | | | | 0 |
| FSCS | | 1 | 1 | | | | | | | | | | 2 |
| FSC | 1 | 1 | 1 | 2 | | | | | 1 | 1 | 1 | | 8 |
| FS1 | 6 | 3 | | 4 | | | | 3 | 3 | | | | 19 |
| FS2 | | | | | | | 1 | | | | | 1 | 2 |
| FS3 | | | | | | 1 | | | | | | | 1 |
| GMCM | | | | | | | | | | | | | 0 |
| GMCS | | | | | | | | | | | | | 0 |
| GMC | | | | | | | | | | | 2 | | 2 |
| GM1 | 1 | 1 | 1 | | | | | | 1 | | | | 4 |
| GM2 | 1 | | 1 | | | | 1 | 1 | | | 1 | | 5 |
| HSCM | | | | | | | | | | | | | 0 |
| HSCS | | | | | | | | | | | | | 0 |
| HSC | | | | 1 | 1 | | | | 1 | | | | 3 |
| HS1 | | | | | | | | | | 2 | 2 | | 4 |
| HS2 | | | | | | | | 1 | | | | | 1 |
| ITCM | | | | 1 | | | | | | | | | 1 |
| ITCS | | | | | | | | | | | | | 0 |
| ITC | | | | | | | | | | | | | 0 |
| IT1 | | | | | | | | | | | | | 0 |
| IT2 | 1 | | | | | | | | | | | | 1 |
| IVCM | | | | | | | | | | | | | 0 |
| IVCS | | | | | | | | | | | | | 0 |
| IVC | | | | | | | | | | | | | 0 |
| IV1 | | | | | | | | | 2 | 1 | 1 | | 4 |
| IV2 | | | | 7 | | | | | | | | | 7 |
| IV3 | | | | | | | | | | | | | 0 |
| MKCM | | | | 2 | | | | 1 | 1 | | | | 4 |
| MKCS | 1 | | 1 | 2 | | 2 | 1 | 1 | 2 | 2 | 1 | | 13 |
| MKC | 2 | 3 | | 3 | 1 | 1 | 3 | 3 | 2 | 3 | 8 | | 29 |
| MK1 | 2 | 3 | 3 | 4 | | | 3 | 4 | 1 | 2 | 8 | | 30 |
| MK2 | 6 | 10 | 7 | | | | 5 | 3 | 2 | 6 | 2 | | 41 |
| MK3 | | | | | | | | | | | 1 | | 1 |
| MSTC | | | | | | | | | | | | | |
| M | | | | 1 | 1 | | | | | | | | 2 |
| MSTCS | | | | | | | | | | | | | 0 |
| MSTC | | | | | | | | | | | 2 | | 2 |
| MST1 | 4 | 4 | 4 | | | | 2 | 2 | 2 | 1 | 4 | 1 | 24 |
| MST2 | 7 | 2 | 2 | | | | 3 | 2 | 5 | 5 | 3 | 1 | 30 |
| MST3 | | | | | | | | | | | | | 0 |
| OSCM | | | | | | | | | | | | | 0 |
| OSCS | | | 2 | | | | | | | | | | 2 |
| OSC | | | | | | | | | | | 5 | | 5 |
| OS1 | | | | 25 | | | | | | | | | 25 |
| OS2 | | | | | | | 1 | 2 | 1 | 1 | | | 5 |

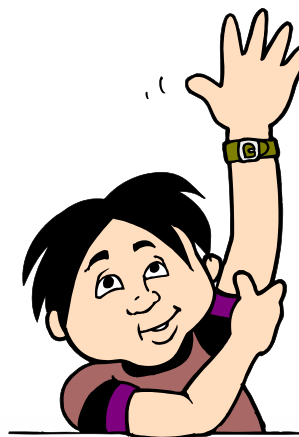
| FY 2005 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | TO- TAL: |
|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| PACM | | | | 1 | | | | | | | | | 1 |
| PACS | | | | 1 | | | | | | | | | 1 |
| PAC | | | | | | | | | | | | | 0 |
| PA1 | | | | | | | | | | | | | 0 |
| PA2 | | | | | | | | | | | | | 0 |
| PSCM | | | | | | | | | | | | 1 | 1 |
| PSCS | | | | | | | | | | | | | 0 |
| PSC | 1 | | | 2 | 3 | | | | | | 2 | 1 | 9 |
| PS1 | | | | 50 | 6 | 5 | 1 | 4 | 4 | 2 | 26 | | 98 |
| PS2 | | | | 165 | | | | | | | | | 165 |
| PS3 | | 4 | | | | | | | | | | | 4 |
| SKCM | | | | | | | | | | | | | 0 |
| SKCS | | | | | | | | | | | | | 0 |
| SKC | 1 | | | 1 | 1 | 1 | 1 | 1 | 1 | | 3 | | 10 |
| SK1 | | | | | | | | | 3 | 7 | 4 | | 14 |
| SK2 | | | | | | | | | | | | 6 | 6 |
| SK3 | 1 | 2 | | | 1 | | | | | | | | 4 |
| YNCM | | | | 2 | | | | | | | | | 2 |
| YNCS | | | | 1 | | | | | | 1 | 3 | | 5 |
| YNC | | | | | | | | | | | 1 | | 1 |
| YN1 | | | | | | | | | | | | | 0 |
| YN2 | 4 | 4 | 2 | | | | 3 | 1 | 1 | 1 | 4 | 2 | 22 |
| YN3 | | | | | | | 2 | | | | | | 2 |
| TOTAL: | 56 | 54 | 34 | 316 | 15 | 10 | 52 | 44 | 42 | 47 | 100 | 14 | 784 |

APPLYING ADVANCEMENT RECOMMENDATIONS

Article 10.B.7. of the PERSMAN provides the policy for recommending a person for advancement on an EER. This factor on the EER has implications that reach beyond simply being able to sit for the next servicewide. The Advancement recommendation is the only factor on an EER that is not directly associated with a set time period. Non-recommendations may impact a members assignment consideration, application for special programs, or overall career performance summary. The Commanding Officer may at any time change any recommendation they award, including up to the date of a servicewide test and/or date of advancement.

Since the recommendation for advancement may not be appealed, it is vital to accurately document and counsel a member on the recommendation. Recommendations should not be withheld because a member does not currently have their eligibility requirements, such as EPQS, courses, qualifications....met. If eligibility requirements are not completed by the requirement date, the members PDE will show not eligible. The CO recommendation is not a validation of required courses and qualifications but is based on the members potential to perform at the next grade IAW PERSMAN, Art. 10.B.7.1

A member should also not have his recommendation withheld based solely upon a medical hold status or being junior in rate. Comments are required on all recommendations for E6 and above and whenever a person receives a "not" recommended factor. Commands should take care to ensure that the comments accurately depict the members performance, ability to perform at the next higher grade, and are in line with Art. 10.B.7. **By: YN1 David Lynch**



Got questions regarding advancements, evaluations or service wide exams? We want to hear from you.

Contact Information

Email: PSC-ADV (in Global) or psc-adv@hrsic.uscg.mil

Phone: (785) 339-3400

FAX: (785) 339-3765

MSG: COGARD PSC TOPEKA
KS//ADV//

ADV on the WEB:

<http://cgweb.psc.uscg.mil/adv.htm>

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